

If you receive your paycheck through the State Controller's Office payroll system, you must make your Open Enrollment choices electronically, no later than May 15.

Go to ipops.sco.idaho.gov/defaultweb.nsf/mainframeset.htm to access the State Controller's Office Application Selection Menu. If you need assistance with logon procedures or need to have your password reset, please contact your HR or Payroll office. Once logged in, select Employee Self Service.

- ◇ At the IPOPS site, put your cursor over the Self-Service tab at the left of the screen.
- ◇ Select "Actions" to access either the FSA enrollment or Medical/Dental Open Enrollment forms.

If you do not receive your paycheck through the State Controller's Office payroll system you must submit hardcopy Open Enrollment forms to your Human Resources office no later than May 15.

- **Non-SCO Payroll Open Enrollment Choice Card.** Complete this form to change from one medical plan to another or add dependent dental coverage.
- **Non-SCO Payroll FSA Enrollment Form, Biweekly Payroll System**
- **Non-SCO Payroll FSA Enrollment Form, Monthly Payroll System**
- **Non-SCO Payroll Premium Only Plan Change Form**